



Barstow Area Consortium for Adult Education
Board **MINUTES**
Barstow Community College, Administration Conference Room
Thursday August 15, 2019 (4:00 p.m. – 6:00 p.m.)
(stMaterials in Board Packet)

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: 4:05 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Elias Valencia
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/> Stephanie Ingalls
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. stApproval of Minutes – June 6, 2019

Motion to approve by J. Youskievicz ; 2nd by E. Bagg

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Reports/Information Items

4.1 Consortium Director’s Report

- E. Rivera:

- Review of CAEP Guidance Letter 8.14.19

a. AEP Deadlines - Upcoming

July 2019

Jul 31: Final Data and Accountability expense report due – State granted extension to spend remaining balance for the purchase of CASAS e-Tests.

August 2019

Aug 1: Student data due in TOPSPRO (Q4) FINAL - COMPLETED

Aug 15: Annual Plan for 2019-20 due in NOVA - COMPLETED

Aug 26: Data and Accountability close out and Practice with Promise due

September 2019

Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4)

Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA

Sep 30: End of Q1

Sep 30: 2017/18 and 2018/19 Member Expense Report certified by Consortia in NOVA (Q4)

Sep 30: 2019/20 Member Program Year Budget and Work Plan due in NOVA (Q1)

October 2019

Oct 30: 19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

December 2019

Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1)

Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

b. CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>

- July 19, 2019: CAEP Webinar

c. CASAS Summer Institute – Report Out

- Elena Rivera, Elias Valencia, Stephanie Ingalls, Bryce Prutsos, Carrie O’Neal, Al Norton

d. Regional PD Day, Aug 1, 2019 – Report-Out

- 4.2 Member Program Update: BAS – 150+ students currently rolled; 120 have done CASAS testing; adding ESL, Citizenship and other electives during 2019-20 program year. CTE course pathways using PLATO (Pathway Completion Certification). Courses will prepare students for certification. There is a cost attached to provide this opportunity. The first day of class is Aug. 19, 2019.
- 4.3 Member Program Update: BCC – BCC worked this summer session with the ESL program to launch non-credit ESL classes using Burlington English. Non-credit classes will continue during the Fall 2019 semester. CASAS used to pretest 22 students. Working with TLC to expand test stations, currently in proctor room. Michelle Colleoc attended the Barstow Community Coalition Resource fair to do outreach. She has contacted 65+ prospective students who attended the fair and requested to get more information. In addition, Michelle is working with the Dean of Enrollment Management Services, Heather Minehart, to reach out to Barstow college students without a high diploma or equivalent; referring them to the Barstow Adult School for concurrent enrollment. BCC is working with BAS to hold a Back to School Night to provide information on the transferring to BCC and available resource. Currently working on providing the Teaching and Learning Support Center staff with CASAS eTest certification training.
- 4.4 Member Program Update: BVUSD – Continuing the same programs as last year, but we are adding the Hospitality Certificate which is a 10-week program twice a week. The program will be using the Aztec curriculum plus guest speakers in collaboration with the Consortium Director.
- 4.5 Member Program Update: SVUSD – Started back to school this week. They will continue to provide the same programs at SV Adult Ed but will work on increasing student enrollment. The primary goal this year will be to improve student progress data and move students through the programs.
- 4.6 Marketing & Social Media Update: Phoenix Design
- Media Manager PowerPoint
 - Update: Summer Postal Mailer

- 4.7 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - S. Godfrey reported that both the Practice with Promise Report and the fiscal close-out have been submitted, and will be finalized after the BACAE vote today.
- 4.8 BCC Fiscal Agent Report: 2018-19
 - P. Granados reported that July and August monthly allocations have been sent; September being processed.

5. Discussion Items - None

6. Action Items

- 6.1 2019-20 Annual Plan
 - Motion to approve by J. Youskievicz; 2nd by R. Tremblay
- 6.2 Practice with Promise Report – Data & Accountability
 - Motion to approve by J. Youskievicz; 2nd by S. Godfrey

7. Announcements

- 7.1 2019-20 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

September 26, 2019	November 20, 2019
October 24, 2019	December 12, 2019

- 7.2 Upcoming Conferences

- CAEP Director’s Summit Sept 27, 2019 Sacramento, CA
- CAEP Summit Oct 29-30, 2019 Anaheim, CA
- NCTN Nov 11-13, 2019 Boston, MA
- * R. Tremblay and E. Huynh will attend for BACAE
- CAEP State Training Nov 21, 2019 San Bernardino Valley College
- CCAE Palm Springs Conference Nov 22-23, 2019 Palm Springs, CA

- 7.3 Community Stakeholder Summit – Barstow, CA
 - October 23, 2019: 2:00-4:00 p.m. @ BCC’s PAC

- 7.4 BACAE Work Group Meetings
 - September 12, 2019: 3:00-5:00 @ BUSD
 - November 14, 2019: 3:00-5:00 @ SVUSD
 - January 9, 2020: 3:00-5:00 @ BCC
 - March 12, 2020: 3:00-5:00 @ BUSD

8. Adjournment: 5:11 p.m.

- Motion by J. Youskievicz; 2nd by S. Godfrey